

ANNUAL QUALITY ASSURANCE REPORT 2012-13



अप्रमत्तेन वेद्ध्यव्यम्

COTTON COLLEGE
GUWAHATI, ASSAM

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

Cotton College

1.2 Address Line 1

Panbazar

Address Line 2

City/Town

Guwahati

State

Assam

Pin Code

781001

Institution e-mail address

principalcottoncollege@rediffmail.com

Contact Nos.

+91-361-2540715 (Fax)

Name of the Head of the Institution:

Dr. Nirada Devi

Tel. No. with STD Code:

+91-361-2540715

Mobile:

+91-9435012728

Name of the IQAC Co-ordinator:

Dr. Saranga Ranjan Patgiri

Mobile:

+91-9435113575

IQAC e-mail address:

iqacccg@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN10719

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/54/RAR/093 dt 08/01/2011

1.5 Website address:

www.cottoncollege.org.in

Web-link of the AQAR:

http://www.cottoncollege.org.in/aqar/2012_2013.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	NA	2004	Jan, 2011
2	2 nd Cycle	A	3.39	2011	Jan, 2016
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

12/08/2002

1.8 AQAR for the year (for example 2010-11)

2012-13

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

AQAR 2011-12 submitted to NAAC on 30/09/2015 (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution: Co-education Men Women
 Urban Rural Tribal
 Financial Status: Grant-in-aid* UGC 2(f) UGC 12B
 Grant-in-aid + Self Financing Totally Self-financing

* Cotton College is a government college.

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)
 TEI (Edu) Engineering Health Science Management
 Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Cotton College State University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

NA

UGC-CPE

YES

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

YES

UGC-Innovative PG programmes

No

Any other (Specify)

UGC-BSR

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>
2.11 No. of meetings with various stakeholders: No.	<input type="text" value="06"/> Faculty <input type="text" value="01"/>
	Non-Teaching Staff <input type="text" value="01"/> Students <input type="text" value="02"/> Alumni <input type="text" value="01"/> Others <input type="text" value="01"/>
2.12 Has IQAC received any funding from UGC during the year? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, mention the amount	<input type="text" value="NA"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos. <input type="text" value="01"/> International <input type="text" value="0"/> National <input type="text" value="01"/> State <input type="text" value="0"/> Institution Level <input type="text" value="0"/>	
(ii) Themes	<input type="text" value="Best Practices in Higher Education."/>

2.14 Significant Activities and contributions made by IQAC

✚ Two day NAAC sponsored workshop on Best Practices in Higher Education was organised on 31st May and 1st June, 2013. More than one hundred college and university teachers from different parts of the State participated in the workshop. Dr. B.S. Madhukar, Deputy Adviser, NAAC graced the inaugural session of the workshop.

✚ ROBOLOOK: It is an awareness program in Science & Technology sector initiated by IQAC, Cotton College & Merrylook in association with Assam Science Technology & Environment Council & Starbru Techsystems, Indore. It has its vision to create a new era in the respective sector through introduction of new technology like robotics in North Eastern states of India.

With this outlook a 10 day workshop titled ROBOLOOK 2012-13 was organized at Cotton College for schools and colleges.

The workshop was divided into two sections:

1. Junior section for school students.
2. Senior Section for college students.

Under Junior section, school students were trained to build a beam follower robot with circuit automation starting from basic robotics principles.

Under Senior Section, college students were trained to build an obstacle avoider robot with micro-controller programming.

All the participants were provided with Certificate of Participants from ASTEC, personal webpage and related software & manual.

✚ A cell for emotional counselling of students, faculty and non teaching staff of the college has been established.

✚ The proposal for laboratory infrastructure grant under the FIST programme of the DST, GoI has been presented before an Expert Committee of the DST at Bangalore.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Workshop on best practices on Higher Education.	1. Teachers of all neighbouring colleges, including the host College were benefited.
2. Workshop in robotics.	2. Awareness of Science and Technology in general and robotics in particular among the students.
3. Students' research project	3. A number of students successfully completed the assigned project.

* Attach the Academic Calendar of the year as Annexure.

Academic Calendars of [2012 \(Jan- Dec\)](#) and [2013 \(Jan-Dec\)](#) have been attached.

2.16 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body*

* Committee of Heads of Departments, Cotton College.

Provide the details of the action taken

The AQAR 2012-13 was placed before the Committee of HoDs, Cotton College on 03/08/2015. However, the Committee of HoDs, Cotton College is not a statutory body.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	21	0	0	0
PG	22	0	0	0
UG	23	0	2	0
PG Diploma	2	0	2	2
Advanced Diploma	0	0	0	0
Diploma	2	0	2	2
Certificate	6	0	6	6
Others	0	0	0	0
Total	76	0	12	10

Interdisciplinary	2	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: ~~CBCS/Core/Elective option / Open options~~

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	55
Trimester	
Annual	

1.3 Feedback from stakeholders*Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

None in the year 2012-13

1.5 Any new Department/Centre introduced during the year. If yes, give details.

None in the year 2012-13

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Assistant Professors	Associate Professors	Professors	Others
	191	83	108	NA	NA

2.2 No. of permanent faculty with Ph.D. 155

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0	43	NA	NA	NA	NA	NA	NA	NA	43

2.4 No. of Guest and Visiting faculty and Temporary faculty 10 0 11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	24	51	8
Presented papers	20	38	2
Resource Persons	9	5	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

<p>All the innovative processes initiated last year have been continued. Moreover, two new processes have been adopted during the current year. They are</p> <ul style="list-style-type: none"> ▪ An emotional support system to the students with the establishment of the Peace Station. ▪ Engagement of the IQAC in matters like college examination system, research, planning and development for quality enhancement in higher education.

2.7 Total No. of actual teaching days during this academic year 250

2.8 Examination/ Evaluation Reforms initiated by the Institution* (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) None

* Not under the purview of an affiliated/constituent college.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

45	3	11
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2.10 Average percentage of attendance of students

90%

3.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	446	42.60%	60.76%	32.96%	0.22%	93.95%
PG	417	NA	35.01%	50.60%	0	85.61%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- by means of the analysis of student feedback
- by means of the report of parent-teacher meeting
- by means of the analysis of performance of students in examinations.

3.13 Initiatives undertaken towards faculty development

The College allows its faculty to avail faculty/staff development programmes as and when needed.

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	20
UGC – Faculty Improvement Programme	10
HRD programmes	02
Orientation programmes	08
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	04
Others (UGC Short term Course)	03

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	230	22	0	20
Technical Staff	14	Nil	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The initiatives as mentioned in the last year's annual report (2011-12) are pursued during the current year also.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	2	3	3
Outlay in Rs. Lakhs	6.99	41.18	43.13	36.98

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	6	7	16
Outlay in Rs. Lakhs	2.8	8.9	24.6	7.8

3.4 Details on research publications

	International	National	Others
Peer Review Journals	09	21	--
Non-Peer Review Journals	--	22	06
e-Journals	03	--	--
Conference proceedings	05	02	--

3.5 Details on Impact factor of publications:

Range Average h-index (average) Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned in Rs. lakh	Received in Rs. lakh
Major projects	3	UGC, ICMR	43.12	15.62
Minor Projects	2	UGC, ASTEC	24.62	13.02
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	--	ASTEC	0.97	0.97
Any other(Specify)				None
Total			68.71	29.61

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP	<input type="text"/>	CAS	<input type="text"/>	DST-FIST	<input type="text"/>	
DPE	<input type="text"/>			DBT Scheme/funds	<input type="text"/>	
3.9 For colleges	Autonomy	<input type="text"/>	CPE	<input checked="" type="checkbox"/>	DBT Star Scheme	<input type="text"/>
	INSPIRE	<input checked="" type="checkbox"/>	CE	<input type="text"/>	Any Other (specify)	<input type="text" value="DST FIST"/>

3.10 Revenue generated through consultancy*

* Instrument Development and Service Centre (IDSC)

3.11 No. of conferences organized by the institution

Level	International	National	State	University	College
Number	0	04	04	0	06
Sponsoring agencies	NA	UGC, ASTEC	ASTEC, Self funded	NA	Self funded

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in Rs. lakhs:

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this

Type of Patent		Number	Year
National	Applied	Nil	NA
	Granted	Nil	NA
International	Applied	Nil	NA
	Granted	Nil	NA
Commercialised	Applied	Nil	NA
	Granted	Nil	NA

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="01"/>
National level	<input type="text" value="01"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="02"/>		
NCC	<input type="text" value="02"/>	NSS	<input type="text" value="04"/>	other	<input type="text"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Cotton College women forum continued its extension activities for under privilege children and women of remote area under CPE scheme of UGC.

- A free health camp was organised at Hajangbari School, Chandrapur for students and their families on 17th August, 2012.
- An awareness programme was held at Hajongbari village on 1st September 2012 among the students where study materials, sports items, almirah and black boards were distributed.

Under the aegis of the NSS Unit of Cotton College the following extension activities have been carried out:

- An Awareness Rally to highlight the importance of book reading at the Publication Board Book Fare at Guwahati (Oct, 2012).
- State level Personality Development Workshop (Nov, 2012) at Cotton College.
- Leadership Development Programme (June, 2013) at Cotton College.
- An Workshop on HIV-Aids (June, 2013) at Cotton College.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total in lakh
Campus area	39.824 (in acres)	0	NA	--
Class rooms	148	0	NA	--
Laboratories	63	0	NA	--
Seminar Halls	6	0	NA	--
No. of important equipments purchased (\geq 10 lakh) during the current year.	1	0	NA	--
Value of the equipment purchased during the year (Rs. in Lakhs)		3.2	UGC	3.2
Others	--	--	--	--

4.2 Computerization of administration and library

Details given in the Annual report 2011-12.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	75658	Data not available	853	797367.00	76511	Data not available
Reference Books	50439	do	568		51007	do
e-Books						
Journals	29	do	29 (subscription renewed)+2	75000.00	31	do
e-Journals	Full package under NLIST					
Digital Database						
CD & Video	339	do	34	25840.00	373	do
Periodicals & manuscripts	63	do	15	4500.00	78	do

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	152	8	In the entire campus	0	1	1	23	--
Added	75	0		0	0	0	0	--
Total	227	8		0	1	1	23	--

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

As detailed in the Annual Report 2011-12.

4.6 Amount spent on maintenance in Rs. lakhs :

i) ICT	1.5
ii) Campus Infrastructure and facilities	Campus maintenance is done by PWD, Govt of Assam.
iii) Equipments	1.0
iv) Others	0.7
Total :	3.2

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC follows the procedure as detailed in the Annual Report 2011-12.

5.2 Efforts made by the institution for tracking the progression

The College follows the procedure as detailed in the Annual Report 2011-12.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1621	1136	96	135

(b) No. of students outside the state

47

(c) No. of international students

Nil

Men	No	%	Women	No	%
	894	32.43		1863	67.57

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1317	210	415	762	04	2708	1491	207	362	695	02	2757

Demand ratio 8:1 Dropout % *: 29%

** Contributed mainly by the students leaving the BSc 1st SEM for various professional courses.*

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

As detailed in the Annual Report 2011-12.

No. of students beneficiaries

49

5.5 No. of students qualified in these examinations

NET	06	SET/SLET	08	GATE	05	CAT	Nil
IAS/IPS etc	Nil	State PSC	12	UPSC	02	Others	06

5.6 Details of student counselling and career guidance

1. Organised a training program for recruitment tests of Bank, SSC, CAT, MAT etc. with the help of Orion Education, Kolkata on 15-02-2012.
2. PERFECT RELATIONS, New Delhi conducted a seminar on - Career Opportunities in Public Relations on 28-04-2012.
3. Gautom Ghosh from University of Technology and Management, Shillong delivered a talk on different career opportunities in technology sector on 08-11-2012
4. The ITM Group of institutions, which has international collaboration with universities across the globe in Europe, America and South Asia along with distinguished Indian accreditations, conducted a career counselling program with a purpose to help the students to take decisions for their career as well as get them ready to face the competition on 31-12-2012.

No. of students benefitted

140

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	60	44	Data not available

5.8 Details of gender sensitization programmes

Members of IWAA (Univ Women's Assn of Assam) from Cotton College conducted a two day national Seminar on the topic "Women and Environment- A look into the issues, problems and opportunities at D K College, Mirza in collaboration with the Women's forum of D K College.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level*

* Pranjit Saikia and Yankee Pachani performed in a cultural event in London Olympics, 2012.

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level*

**Tania Choudhury won Bronze Medal in u-25 w-singles (Asian u-25 rank 3), 9th Asian Lawn Bowls Championship 2012, Malaysia.*

Ritu Lalung won Gold Medal in State Taekwondo Championship, 2012.

Moumita Talukdar and Sanghamita Saikia won Bronze Medals in the 56th National School games (U-19) in Badminton.

Cultural: State/ University level National level* International level

** Arindam Borkataki won Sahitya Academy Yuba Award, 2012.*

** Cotton College was adjudged the best team in the Gauhati University Youth Fest, 2012.*

5.10 Scholarships and Financial Support*

	Number of students	Amount in Rs.
Financial support from institution	70	220000.00
Financial support from government	226	166600.00
Financial support from other sources	12	100000.00
Number of students who received International/ National recognitions	01	--

** Ipsheeta Bhattacharjee and Anindita Gogoi received Inspire Fellowship of DST, Gol*

** Sonjukta Kashyap received Diamond Jubilee Scholarship offered by the UK Government and the British Council.*

5.11 Student organised / initiatives

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

** Nabin is a literary forum of Cotton College in existence since 1992. The forum is a platform for those in love with literature. Nabin organized an art and craft exhibition on 21st September, 2012 and Kabi Sanimilan on 22nd September, 2012 at State Art Gallery, Guwahati.*

Student organised/initiatives also include Street Plays, Puppet Show, Celebration of National Science Day, Photography Exhibition (as a part of a fair Metropolies organised at Guwahati), Publication of Bulletins and wall Magazines etc.

5.12 No. of social initiatives undertaken by the students

3

5.13 Major grievances of students (if any) redressed: There has been no major grievance of students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To build it into a teaching and research institution that would emerge as a centre of excellence at par with the best of its kind in the country committed to intellectual leadership by offering diverse multidisciplinary educational programmes and strengthening the knowledge base in accordance with the demands of the changing times so as to produce eventually leaders in every field of intellectual and civilized human activity. It is also a part of the vision to encourage brilliant students from economically challenged groups to pursue their education and bring about a positive intellectual and ethical change in the society.

Mission:

Cotton College which is a Government educational institution with classes from HS through Post Graduation and research in the streams of Science and Humanities purports to –

- i) Address the needs and aspirations of students in keeping with the demands of the changing times
- ii) Give space and scope to encourage and promote optimum usage of the resources available.
- iii) Engage faculty in prosecuting effective teaching and learning so as to facilitate critical thinking, problem solving, oral and written communication skills in students.
- iv) Create a dynamic ambience where teaching, learning, research innovation, leadership and public service have a harmonious blend.
- v) Prepare useful and leading citizens for the country by fostering fruitful relationships with the community
- vi) Provide educational opportunities to all who qualify from the state and other states at an affordable cost.
- vii) Serve diverse student populations with a broad range of programmes in instruction, research and extension work.
- viii) Inculcate volunteerism among students to facilitate all round development of the institution.

The vision, mission statement is communicated to the different communities as follows

- Students – Teaching and related activities
- Teachers – Research, interaction, teaching and interface with public
- Staff – Involvement with diverse institutions from time to time.
- Stakeholder – Through websites, proposals related to the college and in meetings etc.

6.2 Does the Institution has a management Information System

Not yet.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

As detailed in the Annual Report 2011-12.

6.3.2 Teaching and Learning

As detailed in the Annual Report 2011-12.

6.3.3 Examination and Evaluation

As detailed in the Annual Report 2011-12.

6.3.4 Research and Development

As detailed in the Annual Report 2011-12.

6.3.5 Library, ICT and physical infrastructure / instrumentation

As detailed in the Annual Report 2011-12.

6.3.6 Human Resource Management

As detailed in the Annual Report 2011-12.

6.3.7 Faculty and Staff recruitment

As detailed in the Annual Report 2011-12.

6.3.8 Industry Interaction / Collaboration

Presently Cotton College do not have any collaboration with any industry.

6.3.9 Admission of Students

As detailed in the Annual Report 2011-12.

6.4 Welfare schemes for

Teaching	As detailed in the Annual Report 2011-12.
Non teaching	Do
Students	Do

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	IQAC, Cotton College
Administrative	No	NA	Yes	Principal, Cotton College

6.8 Does the University/ Autonomous College declare results within 30 days?

(NOT APPLICABLE)

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

(NOT APPLICABLE)

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

(NOT APPLICABLE)

6.11 Activities and support from the Alumni Association

As detailed in the Annual Report 2011-12.

6.12 Activities and support from the Parent – Teacher Association

As detailed in the Annual Report 2011-12.

6.13 Development programmes for support staff

None in the year 2012-13

6.14 Initiatives taken by the institution to make the campus eco-friendly

As detailed in the Annual Report 2011-12.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The newly established “Peace Station” which provides for the emotional and psychological support for the students, teachers and staff has created a positive impact.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- NAAC sponsored Workshop on Best Practices in HE organised. Dr. B S Madhukar, Deputy Adviser, NAAC graced the inaugural session of the workshop.
- Emotional Counselling Centre (Peace Station) established. The need of emotional support is, unfortunately, perhaps one of the most overlooked aspects in almost all institutions. Peace Station, a centre for emotional counselling, was started on the 5th of March, 2013. Over and above helping 51 students in 2013, Peace Station has also been of great help to a number of members of the teaching staff and the sub-staff of the college. Two general lectures on the need for counselling - one for the entire Cotton College family and another specifically for the sub-staff were also organised in 2013. One lecture on substance abuse was organised for the sub-staff in 2013.
- Workshop on Robotics organised. It is an awareness program in Science & Technology sector initiated by IQAC, Cotton College & Merrylook in association with ASTEC & Starbru Techsystems, Indore. It has its vision to create a new era in the respective sector through introduction of new technology like robotics in North Eastern states of India.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

As detailed in the Annual Report 2011-12 and also

1. Entrepreneurship training under the aegis of Entrepreneurship Development Cell of the college.
2. Installation of a language laboratory for English, Classical and Islamic Studies and Modern Indian Languages; a computer laboratory each for the departments of Physics, Chemistry, Geography (GIS lab), Geology, Statistics, Botany, Zoology and Computer Science for the prosecution of latest knowledge in the relevant disciplines.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Regular programmes on environmental awareness /protection as detailed in the Annual Report 2011-12 are pursued in the year 2012-13 as well.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength: Infrastructure is adequate for the college. Participatory governance exists.
Weakness: Limited participation of stakeholders in the growth and development of the college.
Opportunities: Scope for designing new syllabi for different courses under new university.
Challenges: To cope with the new environment under new university setup; to design new curricula as per the requirement of the students and society.

8. Plans of institution for next year

- CBCS system with a massive restructuring of the syllabi.
- Utilization of GDA from the UGC in XII plan.
- Improvement of laboratory, application of ICT and augmentation of library facilities under DST FIST grant.
- Improvement of laboratory infrastructure under the BSR Scheme of the UGC.
- Digital documentation of the century old history of the College.
- Construction of a New RCC block for the Department of Physics under a grant from the P&D Department, GoA.
- An International Conference on “Harnessing Natural Resources for Sustainable Development- Global trends”.
- A national seminar on “Recent Trends of Research in Science & Technology” to mark the 59th Annual Technical Session of the Assam Science Society.
- A National Seminar on “ Reading the Ramayana: Text and Context.”
- Film and Documentary Production under the aegis of the Entrepreneurship Development Cell (EDC), Cotton College.
- A platform for showcasing the artistic photographs taken by Cottonians.



Signature of the Coordinator, IQAC

*Name: Dr Saranga Ranjan Patgiri
Associate Professor of Botany
Cotton College, Guwahati*



Signature of the Chairperson, IQAC

*Name: Dr Nirada Devi
Principal, Cotton College
Guwahati*

Student Feed- back Report-2012-13

IQAC sent blank Student Feed-back forms to all the departments of both Science and Arts stream in the month of April for the students' comment on the teachers and the course. The HoDs in return sent back all the Feed Back forms to the IQAC after they discussed with the teachers on the students Feed Back. After the scrutiny of the Feed back of the students it became clear that except very few students of all the departments, most of the students expressed their positive feeling in regard to the sincerity , commitment, behaviour , communication skill etc. of the teachers. In case of ICT use by the teachers, some of the students opined negative remarks. Most of the teachers are still not accustomed in the teaching through ICT use. The college authority has started the works for installation of a few Smart class rooms in the college. Majority of the departments have procured LCD projectors for the use in the class rooms.

Report on Parent Teacher Meeting, 2012-13

After receiving the reports of the parent teacher meeting held in various departments of the college the reports were examined and the following points are highlighted:

1. General feeling of the parents/ guardians is that almost all teachers are highly qualified and imparted education of high standard.
2. Parent/ guardians are found to be quite happy with the laboratory facilities of the department.
3. All parents wanted the teachers to control their wards like parents.